



## CITY OF KIRKLAND

# OVER-THE-COUNTER PERMITS

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

Over-The-Counter (OTC) Permitting is for projects that do not need plan review and can typically be turned around within one day.

### Items that may disqualify the project from OTC Permitting:

Penetrations or modifications to fire-rated assemblies

Hospital setting

Laboratory setting

Exterior work

Relationship to an approved Master Plan

Relationship to a pending permit or a building under construction

Exterior work on a building in the CBD, JBD, TL, NRH, RH, or in the LIT, PR, or RM zones in the Rose Hill Business District

Changes to exterior lighting in the Rose Hill Business district

### Here are some examples of what may qualify for OTC permitting:

#### Mechanical

- Mechanical systems and appliances located within a single family residence, duplex or registered ADU (replacement, relocation, addition, new installation, etc.)
- In-kind replacement of indoor equipment
- See [Trade Permit Plan Review Thresholds](#)
- See the [Mechanical Permit Checklist](#) to prepare a complete permit application package.

#### Plumbing

- Plumbing systems and fixtures located within a single family residence, duplex or registered ADU (replacement, relocation, addition, new installation, etc.)
- See [Trade Permit Plan Review Thresholds](#)
- See the [Plumbing Permit Checklist](#) to prepare a complete permit application package.

#### Electrical

- Electrical work for a single family residence, duplex or registered ADU
- See [Trade Permit Plan Review Thresholds](#)
- See the [Electrical Permit Checklist](#) to prepare a complete permit application package.

#### Re-roofing

- No change to existing roof pitch
- No structural modifications to roof
- No increase in roof height or parapet height
- No rooftop mechanical equipment or skylight additions or relocations in conjunction with re-roofing
- No insulation removal, replacement or addition on top of the roof
- See the [Re-Roofing Building Permit Checklist](#) to prepare a complete permit application package.

#### Single Family Repair & Maintenance

- Replacement of a single door or window (non-structural)
- Repair or replacement of water damaged decking (non-structural)
- Repair of damage caused by fire or wind, as long as no changes are being made
- See the [Single Family Building Permit Checklist](#) to prepare a complete permit application package.

For further information, please contact the City of Kirkland Building Department at 425-587-3600, Planning Department at 425-587-3225, or the Public Works Department at 425-587-3800

Permit Applications are accepted: Online through [MyBuildingPermit.com](#) anytime, or  
In person Monday, Tuesday, Thursday and Friday 8:00-4:00, Wednesday 10:30-4:00